# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 2-09

☐ Other ☐ Amendment Number:

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-10-060 | 11/30/2010 To 07/31/2013 Base Option Period Number 2 | Tool Devt and DHS Coord. |

Contractor: COMPUTER SCIENCES CORPORATION

Specify Section and paragraph of Contract SOW: 2.1, 2.2.5, 2.3.1

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 08/01/2012 To 07/31/2013

Comments:
This action establishes WA 2-09 in OP 2 and requests a workplan, staffing plan, and estimated budget to support the attached PWS. The Agency estimates 9250 direct labor hours will be needed to support the requirement.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
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### Authorized Work Assignment Ceiling

| Contract Period: 11/30/2010 To 07/31/2013 | Cost/Fee: | LOE: 0 |
|---|---|---|
| This Action: | | 9,250 |
| Total: | | 9,250 |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee: | LOE: |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | Cost/Fee: | LOE: |

| | |
|---|---|
| Work Assignment Manager Name: Curt Baranowski<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 202-564-0636<br>FAX Number: |
| Project Officer Name: Nancy Muzzy<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-569-7864<br>FAX Number: |
| Other Agency Official Name:<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number:<br>FAX Number: |
| Contracting Official Name: Cathy Basu<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-487-2042<br>FAX Number: |

WA 2-09

**WORK ASSIGNMENT**
**PERFORMANCE WORK STATEMENT**

**Contract No. EP-C-10-060**
**Work Assignment: 2-09**

**WAM: Curt Baranowski**
**Office of Water/ Office of Ground Water and Drinking Water/**
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**Alternate WAM: John A. DeGour**
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**1200 Pennsylvania Avenue, NW**
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**LOE: 9250**
**Period of Performance: August 1, 2012 to July 31, 2013**

**Title: Risk Assessment and Consequence Analysis Tool Development, Improvement, Outreach / Homeland Security Coordination Activities**

**PWS Sections: 2.1, 2.2.5, 2.3.1**

## I. PURPOSE:

The purpose of this work assignment is to support the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long-term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the Nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

**II. BACKGROUND:**

Homeland Security Presidential Directive (HSPD) - 7 directs Federal agencies to identify and prioritize critical national infrastructure and resources for protection from terrorist acts that could cause catastrophic health impacts or mass casualties, undermine public confidence, or cause disruption of essential government functions, essential servics, or the economy. HSPD-7 designates the EPA as the lead agency or Sector-Specific Agency (SSA) for the Nation's Water Sector. One of many outcomes related to HSPD-7 was the development of the National Infrastructure Protection Plan (NIPP) and the accompanying Sector-Specific Plans (SSP). These plans/strategies have logically driven critical infrastructure protection initiatives towards an all-hazards (man-made and natural disasters) approach.

EPA works with the Water Sector, Federal, State, tribal and local governments, and all stakeholders to:

1. Protect the Water Sector's infrastructure from all hazards and to enhance resilience capabilities.
2. Conduct or facilitate "all-hazards" risk assessment and consequence analysis;
3. Encourage risk management strategies to reduce vulnerability and mitigate public health and economic impacts (consequence); and
4. Promote communication, collaboration, and information sharing and analysis.

Much work was accomplished over the past year. However critical infrastructure protection is a continuous effort, therefore more needs to be done. All-hazards related critical infrastructure protection activities are a natural extension of EPA's long-term mission to protect human health and the environment. Accordingly, EPA and its Water Sector security partners continue to work together and are implementing a strategy to identify, prioritize, and coordinate the protection of critical Water Sector infrastructure. This strategy assists in improving Water Sector awareness, preparedness and security posture, as well as increasing resilience - in a consistent, sustainable, effective, and measurable manner. This work assignment will support the ongoing critical infrastructure protection coordination activities/initiatives that the Agency has initiated in collaboration with DHS and Water Sector partners, including development, outreach, and training on various risk assessment and analysis tools, such as VSAT, CREAT, and WHEAT.

**III. QA REQUIREMENTS:**

**Secondary Data**
Tasks 5, 6, &7 in this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA 1-09, consistent with the Agency's quality assurance (QA) requirements. Work on these tasks cannot proceed until the contractor receives notification from the PO via e-mail that utilization of the PQAPP completed under WA 1-09 has been approved for use on these tasks. The project specific quality assurance requirements (PQAPP) must be addressed in the monthly progress reports as specified under Task 0, below.

**IV. DETAILED TASK DESCRIPTION:**

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

**Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a project specific quality assurance plan (PQAPP) (noted above), or use a previously prepared one as specified above, and ensure the quality of secondary data used to complete these tasks. If using a previously prepared plan, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-09. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under WA 1-09. When using a previously approved PQAPP, the contractor shall immediately notify the Project Officer and WA manager if any changes to the tasks involving the collection and analysis of the data occur, and prepare a new or modified PQAPP. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the PO via e-mail. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of

this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

It is imperative for WSD to track and measure progress and outcomes of efforts conducted under this work assignment. In order to illustrate success, WSD will be viewing not only individual work assignments to track progress and illustrate measures of progress, but we will be examining Division-wide progress. Where and when applicable, the contractor shall assist in these measure and outcome tracking efforts for the tasks conducted under this work assignment.

The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.

Deliverables: Work plan and monthly progress and financial reports, Revised PQAPP if necessary.

**Task 1: Agency Document Assistance.**

The contractor shall support the Agency by providing technical assistance needed to gather information to write, review, and/or disseminate documents relative to the scope of this work assignment. The contractor shall provide additional assistance by compiling and addressing stakeholder comments and updating documents as new information becomes available.

***The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.***

*Deliverables: Draft and final documents and reports that: 1) are researched and reviewed; 2) address and incorporate stakeholder comments; and 3) are appropriately updated and/or finalized. All documents will be in "10 pt. - Century Gothic" font, and all draft deliverable documents will be delivered in continuous line # format. For estimation purposes - assume the review and/or development of 10 documents.*

**Task 2: External Document Assistance.**

The contractor shall support the review and dissemination of documents created in relationship to risk, vulnerability, and consequence related projects, as well as other relative project documents. The contractor shall also develop information and outreach materials for the Water Sector as requested in written technical direction by the EPA WAM. This may include but not be limited to the development of fact sheets, presentations, exercises, and briefings.

In addition, the contractor shall support the review and dissemination of documents created by other agencies or stakeholders, such as the Department of Homeland Security's National Infrastructure

Protection Plan (NIPP). The EPA WAM will provide documents such as the NIPP to the contractor, and will specify the type of review required in written technical direction.

***The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.***

*Deliverables: Draft and final documents and reports that: 1) are researched and reviewed; 2) address and incorporate stakeholder comments; and 3) are appropriately updated or finalized. The development of communication and outreach materials shall also be included in this task. For estimation purposes - assume effort on 3 technical documents, 1 fact sheet, 2 presentations, 2 exercises, and 2 briefings. All documents will be in "10 pt. - Century Gothic" font, and all draft deliverable documents will be delivered in continuous line # format.*

**Task 3: Scientific and Technical Support.**

Under this task, the contractor shall provide other scientific and technical support to facilitate and enhance EPA's Water Sector critical infrastructure protection efforts. Examples of the type of actions that may require support may include, but are not limited to, literature searches and research on contaminants of concern as related to high-risk Water Sector utilities. Specific activities under this task will be assigned through written technical direction in response to the Agency's support needs.

***The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.***

*Deliverables: These activities include, but are not limited, to "all-hazard" risk assessment/consequence analysis methodology tool support, literature searches, collecting and addressing comments, and support for incident response planning and activities. For estimating purposes - assume literature searches or research on 10 different topics.*

**Task 4: Meeting Support.**

The contractor shall provide logistical, facilitation and administrative support to include, but not be limited to, facilitating and supporting meeting planning activities, delivery of sessions, development of minutes and action items, and summary evaluation and report-out. The contractor shall arrange for facilities, in accordance with Agency requirements, suggest locations, and make necessary arrangements for meetings or conferences as requested by written technical direction by the WAM. The contractor shall identify potential speakers and participants to attend EPA sponsored events, issue invitations, and conduct pre-meeting and on-site registration activities. The contractor shall develop and assemble agendas, supplemental materials (e.g., handouts, presentations, participant list), and other preparatory activities as needed. The contractor shall facilitate sessions and provide support to invited presenters and subject matter experts as required. Work on task activities shall begin upon receipt of written technical direction from the EPA WAM. The contractor shall adhere to Agency requirements for reserving meeting space. Any speakers or experts identified for travel reimbursement must have a clear role in the meeting/workshop and must have consultant agreements in place.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA PO as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the PO.

*Deliverables: Logistics for meeting and facilitation support that enables stakeholder coordination through workshops, conferences, technical sessions and training events. This includes fact sheet development, presentations, exercises and briefings. For estimation purposes, the contractor shall assume up to 5 meetings at non-EPA facilities, 3 local meetings at EPA facilities, and 15 conference calls.*

**Task 5: Ongoing Development of Water Sector All-Hazards Risk Assessment Methodologies -- Completion of Supporting Documents, Outreach and Dissemination, and Technical Assistance.**

**Subtask 5A: VSAT Modifications**
**Task Manager: Curt Baranowski**

In support of the DHS's NIPP and EPA's responsibilities as the Sector-Specific Agency for the Water Sector, EPA in coordination with Water Sector security partners, has been working to ensure existing risk assessment methodologies in the sector are consistent with the NIPP's baseline criteria. In 2010, the Water Sector Coordinating Council (SCC) requested the formation of a Critical Infrastructure Partnership Advisory Council (CIPAC) working group to examine the three Water Sector (drinking water and wastewater) risk assessment methodologies -- ARAM-W, SEMS, and VSAT.

These tools have been upgraded as part of an overall effort to make them consistent with the 2007 Risk Analysis and Management for Critical Asset Protection (RAMCAP®) Sector-Specific Guidance for Drinking Water and Wastewater Systems. While upgrades to Water Sector risk assessment methodologies were in progress, the American Water Works Association (AWWA) and ASME-Innovative Technologies Institute (III) developed a standard for Water Sector risk assessment methodologies. This AWWA and ASME-III process resulted in the July 2010 American National Standards Institute/ASME-III/AWWA J100 Risk Analysis and Management for Critical Assets Protection Standard for Risk and Resilience Management of Water and Wastewater Systems hereinafter (J100 Standard).

This CIPAC working group met in June 2011 and examined the three Water Sector risk assessment methodologies. Specific emphasis during this examination was given to how these tools addressed the requirements defined in the J100 Standard and the group determined what upgrades would be necessary for the three Water Sector risk assessment tools to ensure that they help utilities meet industry best practices as defined by the J100 Standard. The work group's recommendations to EPA, DHS, and other Water Sector partners was provided in the *RAM/J100-10 Standard CIPAC Workgroup Final report to the Water Sector and Government Coordinating Councils*, dated August 22, 2011.

The contractor shall provide support regarding the modifications to VSAT based on the CIPAC working group's recommendations. Assistance will also be required regarding training on VSAT, in association with the Water Health Economic and Analysis Tool (WHEAT). In Option Period 2 the contractor shall provide the following support, in accordance with appropriate technical direction (note, estimated contractor travel is imbedded in this chart):

WA 2-09

| DELIVERABLES | DATE |
|---|---|
| 1. Develop a software design requirements document ***(Windows and Mac versions)*** for J100 Standard modifications to VSAT5.0 based on the recommendations of the CIPAC working group. Areas for modification include but are not limited to the following: 1) Standard-Related Definitions; 2) Worst Case Consequence Analysis for Potentially Critical Assets; 3) Natural, Proximity, and Dependency Threats in Threat Characterization; 4) Proxy Method for Threat Likelihood Calculation; and 5) Quantitative Calculation of Risk and Resilience for Threat-Asset Pairs. *Note: Not all the recommended modifications of the CIPAC working group may be feasible or defensible. Therefore, EPA will provide specific technical direction to the contractor on the necessary modifications to VSAT.* | TBD by technical direction. |
| | |
| 2. As part of the upgrade process the contractor shall also make very effort to simplify and increase the user friendliness of the tool during the VSAT modification process. This will ensure small and medium sized water sector systems can readily use the J100 consistent version of VSAT.<br><br>Furthermore, the contractor shall make every effort to link or incorporate other risk support resources and tools in J100 VSAT. Specific focus will be given to WSD efforts (e.g. WSi consequence management plan, the WIA Response Plan training module, ERTIX tool, links to National and EPA WARN information).<br><br>Lastly, the contractor shall explore the need for a new interface for VSAT. If deemed appropriate, the contract shall develop or use the most effective and customer friendly framework. It is a necessity that clarity and conciseness be an integral part of the potential new framework / interface. | TBD by technical direction. |
| | |
| 3. During the development of the J100 consistent version of VSAT, the contractor shall explore opportunities and the need to update the existing software framework. If a framework update is deemed appropriate, the contractor shall develop or use the most effective and customer friendly framework; it is a necessity that clarity and conciseness be an integral part of the potential new framework / interface. | TBD by technical direction. |
| | |
| 4. The contractor shall program a J100 consistent version of VSAT that will copy the data and features of VSAT3.0 | TBD by technical direction. |
| | |
| 5. Assist with development of a working group as part of the review process regarding the design requirements document, as well as the draft / final J100 version of the VSAT software. | TBD by technical direction. |
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| 6. Incorporate changes to design requirements document based on EPA and partner feedback. | TBD by technical direction. |
| | |
| 7. Provide a final design requirements document for approval. | TBD by technical direction. |
| | |
| 8. Upon EPA approval of the design requirements document, begin programming the J100 Standard consistent version of the VSAT software. | |
| | |
| 9. Deliver and demonstrate the draft J100 consistent VSAT software. | December 15, 2012. |
| | |
| 10. Conduct two (2) water sector utility pilots of draft J100 Standard consistent version of VSAT. **The contractor shall assume travel support for 2 utility members to participate in each pilot. The contractor shall assume 3 members of the contracting team will need to attend each pilot.** | Both pilots to be conducted no later than January 31, 2013. |
| | |
| 11. Begin modifications to partially developed VSAT 5.0 training module into a J100 consistent VSAT training module for incorporation directly into the updated software. | |
| | |
| 12. Incorporate modifications to VSAT based on recommendations from pilots. | TBD by technical direction. |
| | |
| 13. Demonstrate VSAT to EPA after pilot recommendations and training module have been incorporated. | TBD by technical direction. |
| | |
| 14. Demonstrate VSAT to partners. | TBD by technical direction. |
| | |
| 15. Deliver finalize VSAT software ***(Windows and Mac versions)*** to EPA and provide assistance, if need be, with upload to the internet. | February 28, 2013. |
| | |
| 16. In collaboration with stakeholders modify existing communication strategy, if need be, for outreach, education, and training on VSAT/WHEAT. Collaboration may include face-to-face meeting and/or conference calls. | TBD by technical direction. |
| | |
| 17. Provide 8 web-based outreach demonstration of VSAT for stakeholders, where possible in association with WHEAT. | TBD by technical direction. |
| | |
| 18. Train-the Trainer: Working with National Rural Water Association, provide *5 two-day, in-person training sessions* for environmental trainers across the Nation; focus on small utilities, potentially train up to 150 trainers on J100 consistent VSAT. **The contractor shall assume travel for 3 people for each training session.** | TBD by technical direction. |
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| 19. Regional Training for Water Sector Systems: In coordination with | TBD by technical direction. |

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| water sector associations, provide *10 two-day, in-person training sessions* for water sector utilities across the Nation; focus on medium and large utilities, potentially train over 200 utilities, which provide service a majority of water customers across the Nation. **The contractor shall assume travel for 3 people for each training session.** | |
| | |
| 20. Provide support for conferences / in-person training on VSAT, where possible in association with WHEAT, assume 3 conferences. | TBD by technical direction. |
| | |
| 21. Email user help/support for VSAT (vsathelp@epa.gov email-box). Assumes 10 questions/comments per month for March 2013 through July 31, 2012. | TBD by technical direction. |
| | |
| 22. Catalogue comments, questions, and suggestions for possible future upgrades to VSAT based on all above-mentioned activities. | TBD by technical direction. |
| | |
| 23. The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease. | Ongoing. |

**Subtask 5B: CREAT Version 2.0 -- Finalization and Modifications**
**Task Manager: Curt Baranowski**

CREAT 2.0 is in the process of being updated in consultation with water sector stakeholders. Upgrades to CREAT for version 2.0 is incorporating, but limited to: 1) extreme individual utility weather data; 2) utility energy management concepts; 3) advanced scenario-based or adaptive management planning; and 4) analysis comparison features.

In Option Period 2 the contractor shall provide the following support, in accordance with technical direction:

| DELIVERABLES | DATE |
|---|---|
| 1. Incorporate modifications to CREAT based on findings from the 2 pilots conducted under WA 1-09. | TBD by technical direction. |
| | |
| 2. Incorporate CREAT 2.0 training module (mp4 file), being developed under WA 2-10, into the CREAT 2.0 software. | TBD by technical direction. |
| | |
| 3. Demonstrate draft CREAT 2.0 for EPA, based on feedback modify the software. | TBD by technical direction. |
| | |
| 4. Demonstrate CREAT 2.0 for stakeholders. | TBD by technical direction. |
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| 5. Deliver the final CREAT 2.0 to EPA. | August 31, 2012. |

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| 6. Accommodate, address, and program potential needed software fixes for CREAT2.0. | TBD by technical direction. |

The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.

**Task 6: WHEAT2.0 Wastewater/ Drinking Water Hazardous Gas and Loss of Operating Assets Modules – Outreach and Dissemination, and Technical Assistance.**
**Task Manager: John DeGour**

Under this task, having completed the WHEAT2.0 wastewater hazardous gas and loss of operating assets modules, stakeholder outreach on this project is now necessary. The contractor shall support EPA as necessary to prepare WHEAT outreach and training materials, as well as the provision of WHEAT training in association where feasible with VSAT.

In Option Period 2 the contractor shall provide the following technical support, in accordance with technical direction:

| DELIVERABLES | DATE |
|---|---|
| 1. Assist in providing support for 2 web-based outreach demonstrations of WHEAT- drinking water/wastewater for stakeholders. | TBD by technical direction. |
| | |
| 2. Assist in providing support for conferences / in-person training on WHEAT, assume 2 conferences. | TBD by technical direction. |
| | |
| 3. Assist in providing support for 5 web-based outreach train-the-trainer sessions of WHEAT for stakeholders. | TBD by technical direction |
| | |
| 4. Assist in providing support for up to 5 web-based training outreach sessions of WHEAT-DW/WW for stakeholders. | TBD by technical direction |
| | |
| 5. Assist in providing support the development of up 2 journal article about the WHEAT tool | TBD by technical direction |
| | |
| 6. Provide email user help/support for WHEAT (wheathelp@epa.gov email-box). Assume 10 questions/comments per month for August 1, 2012 through July 31, 2013. | TBD by technical direction. |

The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.

**Task 7: Development of WHEAT Contamination Module for Drinking Water Systems.**
**Task Manager: John DeGour**

WA 2-09

The contractor shall continue development of the drinking water system contamination module for WHEAT based on the framework developed, planning efforts conducted to date, and modules developed under work assignment 1-09. The contractor shall use modeling data from the 12 model cities and 5 contaminants and correlate health and economic impacts for drinking water systems of varying sizes, then incorporate this data into the WHEAT contamination module. The product shall be developed within the context of other ongoing efforts in the RAMCAP process, such as the development of the upgraded VSAT tool. All tool development activities must comply with established EPA procedures. The contractor shall coordinate with NHSRC when necessary.

Dissemination of the WHEAT contamination module may be subject to limitations due to the potentially sensitive information stored in the tool and report contents. As such, the contractor shall work with EPA to develop guidance for distribution of WHEAT and utility-generated reports from the tool. It is anticipated that the SCC and other organizations may provide recommendations regarding information handling and distribution. These recommendations shall be incorporated into the guidance as appropriate; additional security measures to prevent unauthorized dissemination and use shall be implemented.

In Option Period 2 and based on the framework developed under WA 1-09 the contractor shall provide the following technical support, in accordance with technical direction:

| DELIVERABLES | DATE |
|---|---|
| 1. Assist EPA to establish a WHEAT drinking water contamination module stakeholder group. | TBD by technical direction. |
| | |
| 2. Assist EPA to conduct conference calls/meetings with stakeholders to solicit feedback on the draft *Contamination Module Framework*. | TBD by technical direction. |
| | |
| 3. Based on stakeholder group feedback, revise the drinking water contamination module software documentation and deliver to EPA for review. | TBD by technical direction. |
| | |
| 4. Incorporate EPA comments into drinking water contamination module software documentation. | TBD by technical direction. |
| | |
| 5. The contractor shall perform statistical analysis for the data sets being generated by EPA for the WHEAT contamination module. | TBD by technical direction. |
| | |
| 6. Program drinking water contamination module software. | TBD by technical direction. |
| | |
| 7. During the development of the WHEAT drinking water contamination module, the contractor shall update the software framework of WHEAT, including the existing WHEAT drinking water and wastewater modules. The contractor shall develop or use the most effective and customer friendly framework to ensure | |

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| the new WHEAT interface has a common look, feel, and data sharing attributes and methods. It is a necessity that clarity and conciseness be an integral part of the potential new framework/ interface. | |
| | |
| 8. Deliver draft deliver drinking water contamination module software to EPA. | 30 December 2012. |
| | |
| 9. Establish and conduct one 1.5 day utility pilot of the WHEAT drinking water contamination module with two (2) utilities in one (1) location. Assume supporting travel for 4 utility members to participate as subject matter experts and 2 CSC staff. | TBD by technical direction. |
| | |
| 10. Incorporate modifications to WHEAT tool based on findings from pilots. | TBD by technical direction. |
| | |
| 11. Deliver draft final drinking water contamination module for EPA. | TBD by technical direction. |
| | |
| 12. Demonstrate WHEAT drinking water contamination module to EPA and WHEAT drinking water contamination module stakeholder group. | TBD by technical direction. |
| | |
| 13. Incorporate modifications to WHEAT drinking water contamination module based on EPA and stakeholder group comments. | TBD by technical direction. |
| | |
| 14. Deliver the final WHEAT drinking water contamination module to EPA. | 31 March 2013. |

The contractor shall ensure it possesses superior technical and editorial writing skills to support all above-mentioned efforts. Skills must include, but are not limited to the following: grammar, spelling, punctuation, flow, sentence structure, readability, and reading-ease.

NOTE: The Government shall retain rights to all data and/or products originally developed under this work assignment.

**V. SCHEDULE/ DELIVERABLES**

| Task | Deliverable |
|---|---|
| 0: Work Plan and Monthly Progress Report | Within twenty (20) days of the contractor's receipt of the work assignment. |
| 1: Agency Documents Assistance | To be established by written technical direction. |
| 2: External Documents Assistance | To be established by written technical direction. |
| 3: Scientific and Technical Support | To be established by written technical direction. |
| 4: Meeting Support | To be established by written technical direction. |

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| 5: Ongoing Development of Water Sector All Hazard Risk Assessment Methodologies--Completion of Supporting Documents, Outreach and Dissemination, and Technical Assistance | To be established by written technical direction. |
| 5A: VSAT Modifications | To be established by written technical direction. |
| 5B: Training of the Climate Resilience Evaluation and Awareness Tool Version 1.0 | To be established by written technical direction. |
| 5C: Develop Version 2.0 of CREAT | To be established by written technical direction. |
| 6: Ongoing Outreach and Dissemination, and Technical Assistance for WHEAT 2.0 Wastewater/Drinking Water Hazardous Gas and Loss of Operating Assets Modules. | To be established by written technical direction. |
| 7: Ongoing development of WHEAT Contamination Module for Drinking Water Systems<br>Completion of Supporting Documents, Outreach and Dissemination, and Technical Assistance | To be established by written technical direction. |

**VI. REPORTING REQUIREMENTS**

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports
Update to current PQAPP (if applicable)

**VII. GREEN MEETINGS AND CONFERENCES**

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007),* for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

**VIII. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

The contractor shall immediately alert the EPA WAM to any anticipated event under the work assignment which may result in incurring an estimated $23,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

***QUALITY ASSURANCE SURVEILLANCE PLAN***
***For the Water Security Division's***
***Technical, Analytical, and Regulatory Mission Support***
***Performance Work Statement***

**Quality Assurance Surveillance Plan**

The requirements contained in this work assignment option period are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE), which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

| **General Management and Administration** | | | |
|---|---|---|---|
| **Performance Requirement** | **Measurable Performance Standards** | **Surveillance Methods** | **Incentives/Disincentives** |

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| **Management and Communications:** The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts. | Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence. | 100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO. | **Unsatisfactory** rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period. |
| **Timeliness:** Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action. | During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date. | 100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO. | **Unsatisfactory** rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance. |

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| **Cost Management and Control:** The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.<br><br>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping. | The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached. | The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments. | **Unsatisfactory** rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance. |

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| **Technical Effort:** The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered. | All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.<br><br>Draft versions of a document shall require no more than two editorial revisions. | EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.<br><br>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents. | **Unsatisfactory** rating under the category of **QUALITY OF PRODUCT OR SERVICE** in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel. |

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| **Socio-Economic Utilization:** The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met. | The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking. | EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295. | If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an **Unsatisfactory** rating under the category of **BUSINESS RELATIONS**, and **MEETING SDB SUBCONTRACTING REQUIREMENTS** in the NIH Performance Evaluation System. |

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 2-09

☐ Other ☒ Amendment Number: 000001

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-10-060 | 11/30/2010 To 07/31/2013 Base Option Period Number 2 | Tool Devt and DHS Coord |

Contractor: COMPUTER SCIENCES CORPORATION

Specify Section and paragraph of Contract SOW: 2.1, 2.2.5, 2.3.1

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2012 To 07/31/2013

Comments:
This action increases incremental funding on the work assignment by an amount of $100,000 to a revised ceiling of $748,636. Labor hour ceilings are inceased to 4710 technical hours and 4870 total labor hours.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
|---|---|---|---|---|---|---|---|---|---|---|
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| 3 | | | | | | | | | | |
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### Authorized Work Assignment Ceiling

| | Cost/Fee: | LOE: |
|---|---|---|
| Contract Period: 11/30/2010 To 07/31/2013 | | 9,250 |
| This Action: | | -1,335 |
| Total: | | 7,915 |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee: | LOE: |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | | |

| | |
|---|---|
| Work Assignment Manager Name: Curt Baranowski<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 202-564-0636<br>FAX Number: |
| Project Officer Name: Nancy Muzzy<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-569-7864<br>FAX Number: |
| Other Agency Official Name<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number:<br>FAX Number: |
| Contracting Official Name: Cathy Basu<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-487-2042<br>FAX Number: |

# EPA

United States Environmental Protection Agency
Washington, DC 20460

## Work Assignment

Work Assignment Number: 2-09

☐ Other ☒ Amendment Number: 000002

| Contract Number | Contract Period | Title of Work Assignment/SF Site Name |
|---|---|---|
| EP-C-10-060 | 11/30/2010 To 07/31/2014 Base Option Period Number 2 | Tool Devt, VSAT, and DHS Coord |

Contractor: COMPUTER SCIENCES CORPORATION

Specify Section and paragraph of Contract SOW: 2.1, 2.2.5, 2.3.1

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2012 To 07/31/2013

Comments:
This action increases incremental funding on the work assignment by $201,364, to a new CPFF funded ceiling of $950,000. Hours are increased to 6400 technical hours and 6600 total LOE. Task Manager for Task 5 is now designated as Dan Schmelling, 202-564-5281.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
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| 1 | | | | | | | | | | |
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### Authorized Work Assignment Ceiling

| Contract Period: | Cost/Fee: | LOE: |
|---|---|---|
| 11/30/2010 To 07/31/2014 | | |
| This Action: | | |
| Total: | | |

### Work Plan / Cost Estimate Approvals

| | Cost/Fee: | LOE: |
|---|---|---|
| Contractor WP Dated: | | |
| Cumulative Approved: | | |

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|---|---|
| Work Assignment Manager Name: Curt Baranowski<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 202-564-0636<br>FAX Number: |
| Project Officer Name: Nancy Muzzy<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-569-7864<br>FAX Number: |
| Other Agency Official Name<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number:<br>FAX Number: |
| Contracting Official Name: Cathy Basu<br>(Signature) (Date) | Branch/Mail Code:<br>Phone Number: 513-487-2042<br>FAX Number: |